



City of Norfolk

Office of the City Manager

cc: Dir., Human Resources

June 15, 2004

To the Honorable Council
City of Norfolk, Virginia

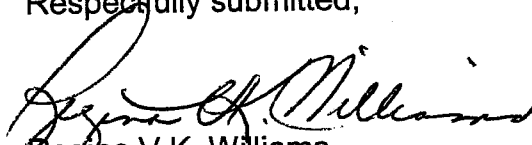
Re: Annual Leave Carry Forward

Lady and Gentlemen:

Presented is an ordinance which amends City Code Section 2-49 (e) to increase the number of annual leave days that employees may carry forward from year to year. Currently, employees may carry forward up to 44 work days beyond September 30 of each year. The proposed amendment increases the limit to 48 days for general employees and 50 days for executives and Council appointees. During the year employees may accrue annual leave above these limits. However, any leave in excess of these limits beyond September 30 is forfeited.

Recommendation: Adopt ordinance.

Respectfully submitted,


Regina V.K. Williams
City Manager

R-5

By Jack E Cloud
Office of the City Attorney

NORFOLK, VIRGINIA

Contents Approved:

By N. Oliver
DEPT. HUMAN RESOURCES

ORDINANCE No.

AN ORDINANCE TO AMEND AND REORDAIN SUBSECTION (E) OF SECTION 2-49 OF THE NORFOLK CITY CODE, 1979, **SO AS TO INCREASE THE LIMIT UPON THE CUMULATIVE LEAVE OF ABSENCE OF EMPLOYEES.**

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That Section 2-49 (e) of the Norfolk City Code is hereby amended and reordained in its entirety to be numbered and to read as follows:

(e) All such employees shall have the right to forego all or part of such leave of absence in any one or more years, subject to the cumulative maximums set out within this subsection. The City Manager and the City Attorney shall be subject to no cumulative maximum. For all others, leave of absence in excess of the maximum work days may be accrued, but shall not be carried beyond September 30th of each year, and any such accrued leave in excess of the maximums shall be forfeited after that date. Such leave of absence, whether regular or cumulative, shall be taken at a time to be designated by the director of the Department concerned. The annual cumulative maximums shall be:

(i) Members of the classified or unclassified services in positions not covered by the regulations attached to the annual compensation plan ordinance for the administration of the executive compensation plan or the council appointee compensation plan may forego all or part of such leave of absence in any one or more years, in which event the same may be cumulative to a maximum of forty-eight (48) work days (384 hours) as of September 30th of each year;

(ii) Members of the classified or unclassified services in positions covered by the regulations for the administration of the executive compensation plan attached to the annual compensation plan ordinance and City officers appointed or elected to their positions by the Council pursuant to Sections 10 or 11 of the Charter, except for the City Manager and the City Attorney, may forego all or part of such leave of absence in any one or more years, in which event the same may be cumulative to a maximum of fifty (50) work days (400 hours) as of September 30th of each year.

Section 2:- That this ordinance shall be in effect from and after July 1, 2004.